

State Agency Procedures

For the Payday FYI process, agencies have the following responsibilities in distributing electronic and printed copies where appropriate.

1. Agency is responsible for distributing electronic and printed versions of approved Payday FYI on scheduled payday. The normal schedule is the 10th of the month payroll. There may be exceptions to the scheduled payday for time sensitive material.
2. Procedures for electronic and printed versions of Payday FYI's.
 - For electronic version
 - i. When receiving an email with subject line "Payday FYI", forward the enclosed content with link to employees using the standard subject line (per normal schedule).
 - ii. Keep agency primary and back up contact information up to date.
 - For printed version
 - i. Agency payroll offices ensure that printed copies of insert are made available to employees who do not have access to email.
 - iii. Keep printed copy count up to date.
 - For changes to printed copy counts or agency primary or back up contacts, please contact the HRISD Help Desk at (360) 664-6400 or email us at HelpDesk@dop.wa.gov